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Approved For Release 2000/09/02 : CIA-RDP83B00823R000100010004-2

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MEMORANDUM FOR: Director of Personnel

SUBJECT : Controlling Private Foreign Travel

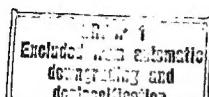
1. In his report of the recent inspection of the personnel security program of the Agency, the Inspector General pointed to a weakness in the area of controls on the travel of persons returning from overseas assignments.

2. We have looked into this and agree that some improvement can be made in the Agency's systems relating to this subject. Our inquiries have disclosed that offices frequently do not know where their employees are while in a travel status and that offices do not know the exact date on which an employee, first, will check in as having returned from overseas duty, and second, will report to Headquarters for official duty.

3. This Office believes that the personnel management system should be revised to require that each employee going to or returning from an overseas post will do so in accordance with an itinerary from which there shall be no departures except in emergency situations which shall be reported to the nearest diplomatic installation of the USA. In addition to the dates of arrival and departure from each country en route, the itinerary furnished by or to the employee will include dates by which the employee shall report his arrival at the country of destination by telephone, and the date on which he or she will report for duty. At the time of such telephone call the employee and the person to whom the call is made will arrive at a clear understanding of the exact whereabouts of the employee in the intervening period.

4. The itineraries should be made firm in order to avoid the need for points of contact or reporting methods through which routine

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changes are to be reported. This would eliminate routine checking in with Stations and Bases en route and a system of reporting by mail to prearranged addresses.

5. We would appreciate receiving your views and would be happy to work with your Office in placing this proposal in effect.

R. L. Bannerman
Director of Security

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UNCLASSIFIED	X	CONFIDENTIAL	SECRET
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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DD(PPS)		
2	Ecc.Off. DD/Sec		
3	D/S		
4			
5			
6	ADD(PPS)		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	3 SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
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ADD(PPS)	4E-70	
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		DATE 1957-02-01
TO: Director of Personnel		
ROOM NO. 5E-56	BUILDING Hqs.	
REMARKS:		
FROM: Director of Security		
ROOM NO. 4E-60	BUILDING Hqs.	EXTENSION 6777
FORM NO. 241 1 FEB 55 REPLACES FORM 36-B WHICH MAY BE USED.		

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SECRET

18 November 1963

MEMORANDUM FOR: Chief, Personnel Security Division

SUBJECT : Action Memoranda No. 25 and No. 27

1. Forwarded herewith for appropriate action are Action Memoranda No. 25 and No. 27, dated 15 November 1963.
2. It is requested that your proposed replies be routed through this Office no later than 29 November 1963.

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Assistant Deputy Director of Security (PPS)

Attachments:

As Stated Above

Distribution:

Orig & 1 - Adsec w/atts.

- (1) - PPS Files w/ccs of atts.
1 - Chrono w/o atts.

OS/ADD(PPS):NHL:jmj (18 Nov 63)

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